

LEGISLATIVE RESOURCE CENTER

2010 SEP 21 PM 4:41

OFFICE OF THE CLERK
U.S. HOUSE OF REPRESENTATIVES

U.S. House of Representatives
111th Congress

EMPLOYEE
POST-TRAVEL DISCLOSURE FORM

This form is for disclosing the receipt of travel expenses from private sources for meetings, speaking engagements, fact-finding trips, or similar events undertaken in connection with official duties. This form does not eliminate the need to report all privately-funded travel on the annual Financial Disclosure Statements of those persons required to file them. In accordance with House Rule 25, clause 5, complete this form and file it with the Clerk of the House of Representatives, B-106 Cannon House Office Building, within **15 days** after travel is completed. The Clerk is to make the second page of this form publicly available as soon as possible after it is filed.

Name of Traveler (print or type): Lindsey Craig

I certify that the information contained on all pages of this form is true, complete, and correct to the best of my knowledge.

SIGNATURE OF TRAVELER: Lindsey M. Craig

DATE: 9/21/10

I authorized this travel in advance. I have determined that all of the expenses listed on this form were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

NAME OF SUPERVISING MEMBER: Mike Pence

SIGNATURE OF SUPERVISING MEMBER: Mike Pence

DATE: 9/21/10

☒ Original ☐ Amendment

EMPLOYEE
POST-TRAVEL DISCLOSURE FORM

1. Name of Traveler (print or type): Lindsey Craig
2. a. Name of Accompanying Family Member (if any): _____
- b. Relationship to Employee: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Date of Departure and Date of Return: 9/10/10
- b. Dates at personal expense (if any): _____
4. Itinerary (cities of departure – destination – return): DC - Antietam - DC
5. Sponsor(s) (who paid for the trip): Civil War Preservation Trust
6. Describe meetings and events attended (attach additional pages if necessary): Itinerary is attached
7. Attached to this form are EACH of the following (*signify that each item is attached by checking the corresponding box*):
- a. ☒ the Private Sponsor Travel Certification Form completed by the trip sponsor, including all attachments;
- b. ☒ the Traveler Form completed by the employee; *and*
- c. ☒ the Committee on Standards' letter approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the sponsor's agenda. (*Signify that statement is true by checking box*): ☒
- b. If not, explain: _____
9. TRAVEL EXPENSES: *Obtain actual dollar amounts from the sponsor. If exact dollar amounts are unavailable by the due date, provide a good faith estimate and file an amended form once the correct amounts are received.*

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses
For employee:	\$30	none	\$7
For accompanying family member:			
	Other Expenses (dollar amount)	Specific Nature of Expenses (e.g., taxi, parking, registration fee, etc.)	
For employee:	none	none	
For accompanying family member:			

ZOE LOFGREN, CALIFORNIA
CHAIR

BEN CHANDLER, KENTUCKY
G. K. BUTTERFIELD, NORTH CAROLINA
KATHY CASTOR, FLORIDA
PETER WELCH, VERMONT

DANIEL J. TAYLOR,
COUNSEL TO THE CHAIR

R. BLAKE CHISAM,
CHIEF COUNSEL AND STAFF DIRECTOR

ONE HUNDRED ELEVENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON STANDARDS OF
OFFICIAL CONDUCT

Washington, DC 20515-6328

JO BONNER, ALABAMA
RANKING REPUBLICAN MEMBER

K. MICHAEL CONAWAY, TEXAS
CHARLES W. DENT, PENNSYLVANIA
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KELLE A. STRICKLAND,
COUNSEL TO THE RANKING
REPUBLICAN MEMBER

SUITE HT-2, THE CAPITOL
(202) 225-7103

August 27, 2010

Ms. Lindsey Craig
Office of the Honorable Mike Pence
1431 Longworth House Office Building
Washington, DC 20515

Dear Ms. Craig:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Standards of Official Conduct hereby approves your proposed trip to Antietam, Maryland, scheduled for September 10, 2010, sponsored by the Civil War Preservation Trust.

You must complete an Employee Travel Disclosure Form (which your employing Member must also sign) and file it with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are required to attach a copy of this letter and the Private Sponsor Travel Certification Form, including all attachments. You must also include a copy of the Traveler Form completed by you and signed by your employing Member. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$335 from a single source on Schedule VII of that statement.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.



Zoe Lofgren
Chair

Sincerely,



Jo Bonner
Ranking Republican Member

ZL/JB:slo

U.S. House of Representatives
Committee on Standards of Official Conduct

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM
(provide directly to each House invitee)

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form. The trip sponsor should NOT submit the form directly to the Committee. *You must answer every question on the form.*

1. Sponsor(s) (who will be paying for the trip): Civil War Preservation Trust
2. I represent that the trip will not be financed (in whole or in part) by a federally-registered lobbyist or a registered foreign agent (*Signify that the statement is true by checking box*): ☒
3. I represent that the trip sponsor(s) has not accepted from any other source funds earmarked directly or indirectly to finance any aspect of the trip (*Signify that the statement is true by checking box*): ☒
4. Is travel being offered to an accompanying family member of the House invitee(s)? ☐ Yes ☒ No
5. Provide names and titles of ALL House invitees; for each invitee, provide explanation of why the individual was invited (include additional pages if necessary): see attached pages for invitees. Congressional staff were invited to attend an educational tour because*
see attached pages for invitees. Congressional staff were invited to attend an educational tour because*
6. Dates of travel: September 10, 2010
7. Cities of departure – destination – return: Washington, DC to Antietam and return to Washington, DC
8. Attached is a detailed agenda of the activities taking place during the travel (*i.e.*, an hourly description of planned activities) (*Signify "yes" by checking box*): ☒
9. I represent that (*check one of the following*):
 - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ or
 - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: ☐ or
 - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event *and* lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☒
10. If travel is for participation in a one-day event (*i.e.*, if you checked Question 9(c)), check one of the following:
 - a. N/A – I checked 9(a) or (b) above: ☐
 - b. One-night's lodging and meals are being offered: ☒ or NO LODGING
 - c. Two-nights' lodging and meals are being offered: ☐
If "c" is checked, explain why the second night is warranted: _____

11. Check one:
- I represent that a federally-registered lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (*Signify that the statement is true by checking box*): ☒ or
 - N/A – trip sponsor is an institution of higher education. ☐
12. Private sponsors must have a direct and immediate relationship to the purpose of the trip or location being visited. Describe the purpose of the trip and the role of each sponsor in organizing and conducting the trip:
- Civil War Preservation Trust has preserved land around Antietam National Battlefield^{and} maintains a relationship with the National Park Service and the historians who serve as tour guides. CWPT arranges similar tours for local and state officials who express interest in battlefield preservation. CWPT's interest *
13. a. Describe the mode of travel (air, rail, bus, etc.). For air travel, also indicate the type of aircraft (commercial, charter, or privately owned) and class of travel (coach, business class, first class, etc.):
- CWPT- chartered bus that seats 55 people
- b. If travel will be first class or by chartered or private aircraft, provide an explanation describing why such travel is warranted: N/A
14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (*Signify that the statement is true by checking box*): ☒
15. I represent that either (*check one of the following*):
- The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☐ or
 - The trip involves events that are arranged *specifically with regard* to congressional participation: ☒
If "b" is checked, detail the cost per day of meals (approximate cost may be provided): approx. \$7.00 for lunch
16. Reason for selecting the location of the event or trip: Antietam National Battlefield is within driving distance of Washington, DC, and CWPT has a relationship with the officials at Antietam National Battlefield.
17. Name of hotel or other lodging facility: N/A
18. Cost per night of hotel or other lodging facility (approximate cost may be provided): N/A
19. Reason(s) for selecting hotel or other lodging facility: N/A

20. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or employee	\$30	\$0	\$7
For each accompanying family member	N/A	N/A	N/A

	Other Expenses (dollar amount)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	\$0	
For each accompanying family member	N/A	

21. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment (signify that the statement is true by checking box): ☒

22. I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: Ron Cogswell
 Name and title: Ron Cogswell Chief Operating Officer
 Organization: Civil War Preservation Trust
 Address: 1156 15th St. NW, Suite 900, Washington, DC 20005
 Telephone number: (202) 367-1861 x7213
 Fax number: 202-367-1865
 Email Address: rcogswell@civilwar.org

The Committee staff may contact the above individual if additional information is required.

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Standards of Official Conduct
 U.S. House of Representatives
 HT-2, The Capitol
 Washington, DC 20515
 (202) 225-7103 (phone)
 (202) 225-7392 (general fax)

Version date 8/2008 by Committee on Standards of Official Conduct

Supplemental Page 1- Private Sponsor Travel Certification Form
Antietam National Battlefield Tour
September 10, 2010

5. they expressed interest in touring a Civil War battlefield to learn more about the need to preserve these lands.
12. is in educating Congressional staff of the importance of preserving these battlefield lands. By showing staff the battlefield and telling the story of what happened on that land, it paints a stronger picture of the need for these lands to be preserved.

Antietam National Battlefield Park Tour Agenda- September 10, 2010

8 am- Pick up congressional staff from Peace Monument Circle in Washington, DC and drive by bus to the Antietam National Battlefield Park in Maryland (approximately 75 miles)

10 am- Arrive at Antietam National Battlefield Visitors Center. Restroom and Visitor Center Break

10:20 am – Begin battlefield tour behind the Visitors Center

10:50 am – Walking tour to Dunker Church

11:45 am – Possible visit to cornfield area

12:30 pm- Lunch at Mumma Barn

1:15 pm – Tour Sunken Road and Burnside Bridge

2:45 pm – Return to Visitors Center, restroom break.

3pm- Depart Antietam and drive back to U.S. Capitol to drop off staff

5pm- Estimated arrival at U.S. Capitol

**U.S. House of Representatives
Committee on Standards of Official Conduct**

**PRIVATELY SPONSORED TRAVEL: TRAVELER FORM
For Members, Officers, and Employees**

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed Private Sponsor Travel Certification Form and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. *Please type form. Form (and any attachments) may be faxed to the Committee at (202) 225-7392.*

YOUR COMPLETED REQUEST MUST BE SUBMITTED TO THE COMMITTEE NO LESS THAN 14 DAYS BEFORE YOUR PROPOSED DEPARTURE DATE. Absent exceptional circumstances, permission will not be granted for requests received less than 14 days before the trip commences.

Name of Traveler: Lindsey Craig

I certify that the information contained on both pages of this form is true, complete, and correct to the best of my knowledge.

Signature: _____

Name of Signatory (if other than traveler): _____

For staff, name of employing Member/Committee: Rep. Mike Pence

Office address: 1431 LHOB

Phone number: 225-3021

Email address of contact person: lindsey.craig@mail.house.gov

- ☐ Check this box if the sponsoring entity is a media outlet and the traveler is a Member traveling to make a media appearance sponsored by that entity and these forms are being submitted to the Committee less than 14 days before the trip departure date.

NOTE: You must complete the contact information fields above, as Committee staff may need to contact you if additional information is required.

If there are any questions regarding this form please contact the Committee:

Committee on Standards of Official Conduct
U.S. House of Representatives
HT-2, The Capitol
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (fax)

U.S. House of Representatives
Committee on Standards of Official Conduct

PRIVATELY SPONSORED TRAVEL: TRAVELER FORM

1. Name of Traveler: Lindsey Craig
2. Sponsor(s) (who will be paying for the trip): Civil War Preservation Trust
3. Travel destination(s): Antietam
4. a. Date of Departure and Date of Return: September 10, 2010
b. Will you be extending the trip at your personal expense? ☐ Yes ☒ No
If yes, dates at personal expense: _____
5. a. Will you be accompanied by a family member at the sponsor's expense? ☐ Yes ☒ No
b. If yes, name of accompanying family member: _____
c. Relationship to traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
6. a. Did the trip sponsor answer "yes" to Question 9(c) on the Trip Sponsor form (i.e., the travel is being sponsored by an entity that employs a lobbyist)? ☒ Yes ☐ No
b. If yes, check one of the following: ☐ N/A – Sponsor checked 9(a) or 9(b)
(1) Approval for one-night's lodging and meals is being requested: ☒ or
(2) Approval for two-nights' lodging and meals is being requested: ☐
If "(2)" is checked, explain why the second night is warranted: _____
7. Private Sponsor Travel Certification Form is attached, including agenda, invitee list, and any other attachments (indicate that form is attached by checking box): ☒
8. Explain why participation in the trip is connected to your individual official or representational duties:
I handle veterans affairs and would benefit from the education on the history of the Antietam battle field

9. **FOR STAFF:
TO BE COMPLETED BY YOUR EMPLOYING MEMBER:**

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Date: 8/10/10



Signature of Employing Member

NOTE: This page must be submitted with your post-travel disclosure form within 15 days of your return, so you should maintain a photocopy of the completed form for your records.

**U.S. House of Representatives
Committee on Standards of Official Conduct**

**PRIVATE SPONSOR TRAVEL CERTIFICATION FORM
(provide directly to each House invitee)**

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1. Sponsor(s) (who will be paying for the trip): Civil War Preservation Trust
2. I represent that the trip will not be financed (in whole or in part) by a federally-registered lobbyist or a registered foreign agent (*Signify that the statement is true by checking box*): ☒
3. I represent that the trip sponsor(s) has not accepted from any other source funds earmarked directly or indirectly to finance any aspect of the trip (*Signify that the statement is true by checking box*): ☒
4. Is travel being offered to an accompanying family member of the House invitee(s)? ☐ Yes ☒ No
5. Provide names and titles of ALL House invitees; for each invitee, provide explanation of why the individual was invited (include additional pages if necessary): see attached pages for invitees. Congressional staff were invited to attend an educational tour because*
see attached pages for invitees. Congressional staff were invited to attend an educational tour because*
6. Dates of travel: September 10, 2010
7. Cities of departure – destination – return: Washington, DC to Antietam and return to Washington, DC
8. Attached is a detailed agenda of the activities taking place during the travel (*i.e.*, an hourly description of planned activities) (*Signify "yes" by checking box*): ☒
9. I represent that (*check one of the following*):
 - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ *or*
 - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: ☐ *or*
 - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event *and* lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☒
10. If travel is for participation in a one-day event (*i.e.*, if you checked Question 9(c)), check one of the following:
 - a. N/A – I checked 9(a) or (b) above: ☐
 - b. One-night's lodging and meals are being offered: ☒ *or* **NO LODGING**
 - c. Two-nights' lodging and meals are being offered: ☐
If "c" is checked, explain why the second night is warranted: _____

11. Check one:
- a. I represent that a federally-registered lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (*Signify that the statement is true by checking box*): ☒ or
 - b. N/A – trip sponsor is an institution of higher education. ☐
12. Private sponsors must have a direct and immediate relationship to the purpose of the trip or location being visited. Describe the purpose of the trip and the role of each sponsor in organizing and conducting the trip:
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13. a. Describe the mode of travel (air, rail, bus, etc.). For air travel, also indicate the type of aircraft (commercial, charter, or privately owned) and class of travel (coach, business class, first class, etc.):
- CWPT- chartered bus that seats 55 people
- b. If travel will be first class or by chartered or private aircraft, provide an explanation describing why such travel is warranted: N/A
14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (*Signify that the statement is true by checking box*): ☒
15. I represent that either (*check one of the following*):
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 - b. The trip involves events that are arranged *specifically with regard* to congressional participation: ☒
If "b" is checked, detail the cost per day of meals (approximate cost may be provided): approx. \$7.00 for lunch
16. Reason for selecting the location of the event or trip: Antietam National Battlefield is within driving distance of Washington, DC, and CWPT has a relationship with the officials at Antietam National Battlefield.
17. Name of hotel or other lodging facility: N/A
18. Cost per night of hotel or other lodging facility (approximate cost may be provided): N/A
19. Reason(s) for selecting hotel or other lodging facility: N/A

20. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or employee	\$30	\$0	\$7
For each accompanying family member	N/A	N/A	N/A

	Other Expenses (dollar amount)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	\$0	
For each accompanying family member	\$0	

21. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment (signify that the statement is true by checking box): ☒

22. I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: Mary Koik

Name and title: Mary Koik, Deputy Director of Communications

Organization: Civil War Preservation Trust

Address: 1156 15th St NW, Suite 900, Washington, DC 20005

Telephone number: 202-367-1861 x 7231

Fax number: 202-367-1865

Email Address: mkoik@civilwar.org

The Committee staff may contact the above individual if additional information is required.

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Standards of Official Conduct
U.S. House of Representatives
HT-2, The Capitol
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (general fax)

Version date 8/2008 by Committee on Standards of Official Conduct

Supplemental Page 1- Private Sponsor Travel Certification Form
Antietam National Battlefield Tour
September 10, 2010

5. they expressed interest in touring a Civil War battlefield to learn more about the need to preserve these lands.
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